
Internal/External Information Coordinator

Position Statement:

Gathers, correlates and manages information pertinent to mitigation outreach opportunities. Identifies public and private community activities and meetings that may offer opportunities to participate on their agenda. Queries federal and state response and recovery functions regarding opportunities to participate in scheduled meetings with mitigation presentations. Acts as liaison between mitigation functions and other operations and support activities within the disaster field operations. Identifies individuals and groups within the geographic boundaries of the disaster operation that have critical needs for mitigation.

Duties

- ❑ Manage information exchange between Outreach and Development Management and other functions in the disaster field operations to include Community Relations, FEMA Voluntary Agencies Coordinator, Infrastructure, SBA, DRC Mitigation Advisors, Human Services and OPA Liaison.
- ❑ Manage information exchange between Mitigation management and other operational functions within the disaster field operations.
- ❑ Use demographics and cultural diversity characteristics to identify those with special mitigation needs.
- ❑ Obtain and maintain a contact list of volunteer groups, faith-based groups, community officials, chambers of commerce, professional and business associations, government agency associations, other special interest groups and field assigned Community Relations personnel.
- ❑ Collect damage assessment data from American Red Cross, Geographic Information System, and Preliminary Damage Assessment reports to identify the most affected communities for use by Mitigation to set outreach priorities and identify mitigation opportunities.

Knowledge, Skills and Abilities

Knowledge

Knowledge of general practices for information management. Good knowledge of available video and visual aids, mixed media resources and media technology. Understanding of general principles of liaison between functions in an organization. Knowledge of FEMA programs and specific mitigation programs, measures and funding is helpful. Knowledge of Office of Public Affairs operations and its relationship to operations.

Skills and Abilities

- ❑ Collects, organizes, analyzes and compiles oral and written data in an effective manner for use by management and organization.
- ❑ Able to analyze disaster field office organizational structure and understand information flow.
- ❑ Analytical thinker able to see relationships between organizational functions and their need to share information.

- ❑ Able to depict oral and written information graphically.
- ❑ Organizes time and resources for maximum efficiency.
- ❑ Compiles information needed to create effective educational materials and scripts for use in presentations at all literacy levels.
- ❑ Makes logical and mission oriented decisions, efficiently solves problems and readily accepts responsibility for actions.
- ❑ Can operate comfortably under stressful conditions in a politically sensitive environment using good interpersonal and team building skills.
- ❑ Establishes priorities, appropriately delegates responsibilities and authority and is an effective problem solver.
- ❑ Proficient in using computers and MS Office programs.